



JOB DESCRIPTION

PURCHASING ADMINISTRATOR

About Us

With years of experience in importing and distributing products from all corners of the globe, particularly the vibrant markets of the Far East and China, we've honed our expertise. Our brands cover everything from surf and skate to water sports, outdoor play, and toys, catering to diverse interests. While we specialize in providing affordable options, our commitment to cutting-edge design, quality, and value for money sets us apart. Behind every product is our dedicated in-house design and development team, constantly dreaming up fresh and innovative ideas. We believe that evolving our brands and products is key to our ongoing success. Our clientele includes independent retailers, wholesalers, buying groups, major chain stores, and an ever-expanding network of international distributors. Join us as we continue to spread the joy of leisure across the globe.

Job Role

As Purchasing Administrator, you will provide administrative and operational support to the Buying Team.

You will be responsible for creating and maintaining purchase orders, updating product information, liaising with suppliers, coordinating approvals and supporting shipment administration.

The successful candidate will be highly organised, detail orientated and capable of managing multiple tasks whilst maintaining accuracy.

What You'll Be Doing

- Create and maintain purchase orders within company systems
- Process purchase order proposals approved by Category Managers
- Issue purchase orders to suppliers and maintain accurate records
- Liaise with suppliers regarding purchase order status and production updates
- Chase production samples, artwork approvals and packaging approvals
- Maintain accurate product, supplier and purchasing data within company systems
- Support shipment administration and logistics coordination activities
- Update delivery schedules and maintain purchasing records
- Communicate with customers regarding delivery bookings
- Assist with product setup and data maintenance
- Support supplier communication and document management
- Produce reports and information for the Buying Team as required
- Assist with general purchasing and departmental administration activities
- Ensure adherence to Health & Safety guidelines and undertake any other duties required for the successful delivery of the role.

What We're Looking For

- Previous administration experience within a commercial environment
- Strong organisational and time management skills
- Excellent attention to detail
- Strong Excel and IT skills
- Good communication skills
- Ability to manage multiple tasks and priorities
- Experience working with suppliers would be advantageous
- Experience within purchasing, supply chain, logistics or administration roles would be beneficial



What Are You Like?

- Highly organised and methodical
- Detail orientated and accurate
- Proactive and reliable
- Strong team player
- Comfortable working in a fast-paced environment
- Positive and adaptable approach
- Able to work independently and manage workload effectively

Why Join Wilton Bradley?

- Join a successful and growing business
- Work within a collaborative and supportive team
- Gain exposure to international sourcing and supply chain operations
- Opportunity to develop a career within Buying and Category Management
- Work with a diverse range of consumer products

Benefits

The Wilton Bradley Group are a family-owned business committed to supporting our employees in both their professional and personal lives. We offer a range of benefits designed to enhance their well-being and work experience. Employees enjoy an exclusive discount of 40% off online products.

We also provide a competitive company pension with an annual salary exchange opportunity, sick pay, and enhanced maternity and paternity pay. With 33 days of annual holiday, our employees have ample time to recharge and spend with their loved ones. Additionally, we foster a vibrant workplace culture through annual company events and recognition such as long service awards. To promote health and sustainability, we offer a membership of the Healthshield cash back scheme, a Cycle-To-Work scheme after six months of service and provide free on-site parking. Our casual dress code encourages comfort and expression, while our comprehensive induction and training program ensures professional and personal development opportunities for all. Plus, employees can enjoy complimentary tea and coffee to fuel their day.

For more information, please contact Marianne Clark, Human Resource Assistant:
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